

## **WATER RESOURCES PROJECT COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Water Resources Project Coordinator exists is to provide systems information, design guidance and city policy on water and wastewater facilities. Reviews plans as needed to ensure configuration of water and wastewater systems meet the needs of the City. Liaison to city departments and citizens on issues involving water resources capital projects. This position is non-supervisory. Work is performed under the general supervision by the Water Operations Director.

### **ESSENTIAL FUNCTIONS**

Responds to the development community and city staff on information relating to water system configuration, design and construction.

Provides coordination and advancement of ongoing water resources capital projects.

Identifies and solves potential design, system and construction problems in compliance with city ordinances and ADEQ guidelines.

Communicates effectively orally and in writing with city staff on issues relating to water and wastewater and helps facilitate prompt responses to the development community.

Assists city staff in the screening of developments to identify potential water and wastewater problems; work closely with stipulation writers to provide improvements necessary to the system.

Involved with other city staff in addressing system deficiencies through the development of Capital Improvement projects.

Conducts field surveys; reviews meter requests in County areas to ensure system improvements are constructed as required; reviews flow data from developers and confirm adequate fire protection.

Provides budget information for replacement, repair and installation costs to water systems.

Communicates effectively with both internal and external customers regarding water resources capital projects.

Attendance and punctuality are essential functions to this position.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Water and sewer systems and engineering principles is essential. Must possess knowledge of the technical responsibilities in the operation and maintenance of water distribution and wastewater collection systems.

##### Ability to:

Read and understand Arizona laws and ordinances (ADEQ, County Health, ADWR, MAG specifications) is necessary.

Read blueprints and quarter section maps; keep an activity log.  
Possess excellent written and verbal communications skills; conduct research and analyze results; and support Council and top management decisions.  
Establish and maintain effective working relationships with co-workers, supervisors and the general public.  
Prioritize schedule and work tasks and complete work within specified time periods and deadlines.  
Walk up and down stairs and over rough terrain.  
Work in adverse conditions, including extreme hot temperatures, cold temperatures, wind, rain and a high volume of noise.

**Education & Experience**

Any combination of training and experience equivalent to a bachelor's degree in civil engineering or a closely related hydraulic or water resources field from an accredited college and/or a minimum of three years in the areas of installation, maintenance and repair of water and wastewater facilities.

Possession of a valid Driver's License with no major driving citations in the last 39 months required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified